



Town of Hopkinton

Town Moderator

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 – www.hopkinton-nh.gov

HOPKINTON TOWN MEETING COVID-19 COMPATIBLE PROCEDURES

Annual Meeting Sessions: July 20, 2020, 6:00pm; July 24, 2020, 6:00pm; and July 25, 2020, 8:30m to 2:00pm

The Hopkinton Select Board will use the following Rules of Procedure to conduct this Meeting:

1. On Monday, July 20, 2020, at 6:00pm, the Moderator will open the Annual Meeting with a live, virtual meeting. At this meeting, the Moderator will utilize these proposed rules and procedures for the Annual Meeting. The Select Board will present the Warrant Articles as it would at conventional in-person meetings. A Budget Committee representative may speak to appropriate budget issues. Voters will be able to watch the presentation over the internet (Zoom or YouTube Live) or listen to it by telephone (links and numbers are included in this mailing and are also posted on the town webpage). Public comments and questions will be taken after all Articles have been presented. Commenters must identify themselves by name and address. Comments will be limited to three (3) minutes each. First-time speakers will be given priority over people who have already commented. All comments will be included in the minutes of the meeting.
2. After this first session is recessed, questions, comments, and motions will be accepted by telephone voice mail (603-746-8256) or email (moderator@hopkinton-nh.gov). Those questions, comments, and motions on the Warrant Articles or these Procedures must start with the voter identifying his or her name and street address in Hopkinton. All comments will be included in the minutes of the meeting. The Moderator will not consider any comments deemed inappropriate or offensive, or which do not properly identify the voter.

All submissions must be made prior to 5:00pm on Thursday, July 23, 2020.

The Moderator will review all submissions and prepare a summary, which will include questions to be posed to the Board. Based on the comments and motions, the Moderator will add one or more "Motions to Amend and Approve as Amended" to the ballot. Any Motions to Amend and Approve as Amended will be based on the comments and will be added with the goal to determine the will of the meeting. The appropriateness and inclusion of a proposed amendment will be judged by the Moderator based on its relevance and/or similarity to other amendments, but all motions for amendments will be included in the minutes of the meeting.

Articles with potential amendments will have "contingent votes" because when voting, voters will not know if the amendment passed or failed. Therefore, votes will first be counted on the Motion to Amend and Approve as Amended, and if that vote passes, then the Amended Article passes and no other questions on that Article will be considered or votes counted. If a Motion to Amend and Approve fails, then, and only then, will the subsequent Motion(s) to Amend be considered and votes counted. More information on how ballots will be counted can be found below.

3. On Friday, July 24, 2020 at 6:00 p.m., the Moderator will continue the meeting with another virtual, live meeting (Zoom, YouTube Live, and phone) at which the Moderator will present a summary of comments and questions received. The Select Board will respond to these comments and questions as appropriate. The

Moderator will present any Motions to Amend at this time and will include a sample ballot that will be used for voting. Such ballot will satisfy the terms of a valid request for a written, secret, yes/no ballot, pursuant to NH RSA 40:4-a, I(a). Public comments will be taken during this meeting by phone or electronic means, but motions to amend will not be accepted. Again, as at our regular in-person meetings, voters shall begin by stating their name and address and keep comments to a maximum of three (3) minutes.

4. On Saturday, July 25, 2020, at 8:30 a.m. the Moderator will call to order the Annual Meeting consisting of the voting session on these Procedures and the Articles. The proposed voting procedures are as follows:
 - a. If the vote regarding these Procedures is not adopted, then no other votes shall be taken up and the Moderator will recess the meeting to a specific date, time, and place to reconvene the meeting under different rules.
 - b. If the vote regarding these Procedures is adopted, all successive Articles will be voted on as presented in the Warrant. For Articles with Motions to Amend:
 - i. The amended Articles will be ordered with the largest reduction first, with the proposed Article last.
 - ii. If the first Motion to Amend and Approve passes, the Article passes, and no other amendments will be considered.
 - iii. If the first Motion to Amend and Approve fails, then subsequent Motions to Amend and Approve will be considered and votes counted in the order in which they appear on the ballot. If a proposed amended Article passes, it becomes the approved Article. If no amended Article passes, the Article fails.

Because the Voter will not know the outcome of any vote when casting the ballot, voters should vote yes or no for each and every Motion to Amend and Approve.

5. The voting procedures for the 2020 Annual Meeting will begin at 8:30 a.m. on Saturday, July 25, 2020 and will be conducted as follows:
 - a. All Voters will vote at Hopkinton Middle High School and will enter from Park Avenue, proceed around to the back of the school, and proceed to the Supervisors of the Checklist. All voting will be open from 8:30am to 2:00 p.m. Any voters remaining in line at 2:00 p.m. will be allowed to vote.

Voters may arrive by vehicle, bicycle, or on foot, but must maintain appropriate social distancing and are requested to wear appropriate face coverings. All voters should be aware of their surroundings while participating in this process.

Voters should enter the school grounds from Park Avenue. When arriving, cars will be divided into lines based on the first letter of the voter's last name. If your car has more than one last name, one person should get out and walk if they are able. If that is not possible, the Supervisors of the Checklist will instruct voters during check-in. In addition, walk-ins (by foot or bicycle) are welcome during voting hours.

- b. Voters in cars will be required to remain in their vehicles. At the first stop, voters are requested to keep their windows up and will show their identification to an assistant who will announce their names and addresses to the Supervisors.
- c. Voters may print and mark their ballots at home or, following check-in, may receive a ballot and pencil (if needed). Ballots printed at home will likely result in faster, safer voting. If receiving a ballot and pencil, please pull forward and to the side as directed to allow others to check in, then park and mark the ballot. The Moderator will be present to answer procedural questions of the vote, but will not engage in debate of these rules, procedures, Articles, or amendments.

Ballots will be available for downloading and printing after 3:00 p.m. on Friday, July 24 on the Town of Hopkinton website (www.Hopkinton-NH.gov).

- d. When ready to cast the vote, the voter will move forward to the ballot box, one voter will demonstrate to the Moderator that a proper number of ballots are about to be cast, and deposit the marked ballot(s) into the ballot box. Reference to multiple ballots in these rules is in anticipation of multiple voters arriving in one car to vote.
6. Voting will close no earlier than 2:00 p.m. Any registered voter in line to vote by 2:00 p.m. will be allowed to vote. Once the voting is closed, the Moderator and other election officials will count and recount (RSA 40:4-a, 1(b)) the votes. The results will be announced on the Town of Hopkinton website upon completion.
 7. All participants are required to maintain social distancing in accordance with the current state governmental requirements, and to heed the warnings of State and Federal officials about COVID-19. The Moderator has authority to require the removal of any person who does not abide by these Procedures, or who disrupts any session of a meeting (RSA 40:8).
 8. If the Moderator determines at any point that these Procedures are unworkable or not in the best interests of Hopkinton voters, the Moderator may recess the meeting to a specific date, time, and place. If that recess occurs, the Moderator will employ available means to inform citizens of the recessed date consistent with previous postponements.
 9. As a reminder, these Rules and Procedures cover the Business Session of the 2020 Hopkinton Town Meeting and as such, same day voter registration and absentee ballots are not permitted by law. All votes must be made in person on Saturday, July 25, 2020 as outlined above.

Thank you very much for your participation in this important voting process.

Bruce B. Ellsworth, Moderator, Town of Hopkinton